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| <br><b>Independent<br/>Verification &amp;<br/>Validation Facility</b> | <b>Administrative Controls</b> | <b>IVV 02</b><br><b>Revision: Basic</b><br><b>Effective Date:</b><br><b>April 20, 2005</b> |
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| <b>APPROVAL SIGNATURES</b>                  |                                  | <b>DATE</b> |
|---|----------------------------------|-------------|
| Gregory Blaney (original signature on file) | Management System Representative | 04/20/05    |
|   |                                  |             |

| <b>REVISION HISTORY</b> |                       |                |                |
|-------------------------|-----------------------|----------------|----------------|
| Rev No.                 | Description of Change | Author         | Effective Date |
| Basic                   | Initial Release       | Natalie Alvaro | 04/20/05       |
|                         |                       |                |                |

| <b>REFERENCE DOCUMENTS</b> |  |
|----------------------------|--|
| Document Number            | Document Title   |
| IVV 16                     | Control of Quality Records                                   |
| IVV 02-1                   | Work Instruction for Supply, Support and Material Management |
| NPR 1441.1                 | NASA Records Retention Schedules                             |
|                            |  |

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## **1.0 Purpose**

The purpose of this System Level Procedure (SLP) is to document the administrative activities that are governed, performed, and monitored from the NASA IV&V Facility Administrative Office.

## **2.0 Scope**

This SLP applies to administrative processes that support the operations of the NASA IV&V Facility.

## **3.0 Definitions**

### **3.1 Employee Leave-Tracking Log**


The Employee Leave-Tracking Log is a spreadsheet located at S:\NASA Shared\NASA Admin - Simmons\Time and Attendance to schedule and publicize future leave and absences.

### **3.2 NASA IV&V Facility Administrative Office (Administrative Office)**

The Administrative Office comprises administrative personnel who direct a variety of support functions and services, provide administrative assistance to NASA IV&V Facility Management, and serve as technical experts in assigned programs. Administrative personnel have knowledge of NASA operations, policies, and procedures.

### **3.3 NASA IV&V Facility Deputy Director (Deputy Director)**

The Deputy Director assists the NASA IV&V Facility Director with the management of the NASA IV&V program, and the leadership and operation of the NASA IV&V Facility.

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### **3.3 On-Time Scheduler**

On-Time Scheduler is the electronic scheduling/calendar application used by NASA IV&V Facility civil service personnel.

### **3.4 Track Wise**

Track Wise is the NASA IV&V Facility's action tracking system.

### **3.5 Travel Manager (TM)**

Travel Manager is NASA's automated travel management system.

### **3.6 WebTADS**

WebTADS is NASA's electronic time and attendance recording system.

### **3.7 Acronyms**


|      |   |
|------|---|
| GSA  | Government Services Administration      |
| GSFC | Goddard Space Flight Center             |
| IFMP | Integrated Financial Management Program |
| NPR  | NASA Procedural Requirement             |
| POC  | Point of Contact                        |
| SLP  | System Level Procedure                  |
| TM   | Travel Manager                          |
| WI   | Work Instruction                        |

### **4.0 Flow Chart**

A flow chart is not applicable to this SLP.

### **5.0 Responsibilities**

Section 6.0, Procedure, of this SLP defines responsibilities.

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## 6.0 Procedure

The following sub-paragraphs describe the various processes and tools associated with the Administrative Office.


### 6.1 Time and Attendance

#### 6.1.1 WebTADS

WebTADS is an electronic time and attendance system used by NASA. NASA IV&V Facility civil service employees are responsible for entering time for payroll processing into WebTADS on a bi-weekly basis. Within the WebTADS system, civil service employees may also request prior pay period adjustments up to three pay periods, and request various leave and compensatory time components (e.g., Annual Leave, Sick Leave, Overtime, Credit Hours Earned/Used, Administrative Leave, Military Leave, Comp Time Earned/Used). The Administrative Office serves as the WebTADS Point of Contact (POC) and provides ongoing end-user support to NASA IV&V Facility civil service employees. Additional information regarding leave and time entry can be obtained at <http://webtads.gsfc.nasa.gov/Training.htm>.

#### 6.1.2 Employee Leave Tracking

The NASA IV&V Facility civil service employees are responsible for the scheduling and publication of future leave and absences in the Employee Leave-Tracking Log located at S:\NASA Shared\NASA Admin - Simmons\Time and Attendance. NASA IV&V Facility civil service employees shall record all planned absences in the spreadsheet for planning purposes. Unused Annual Leave must not exceed two hundred and forty hours (thirty days) at the end of each Calendar Year. Civil service employees are responsible for scheduling this leave throughout the year to avoid forfeiture in the first pay period of the next calendar year.

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## 6.2 Travel

The NASA IV&V Facility civil service employees are responsible for the preparation, reservation, and documentation of all travel in support of government, work-related duties.

### 6.2.1. Local Travel


Travel that does not exceed fifty miles from the traveler's residence or the NASA IV&V Facility (duty station) is deemed local travel. For local travel, NASA IV&V Facility civil service employees shall complete an "Authorization for Local Travel" form; available in the Administrative Office. NASA does not reimburse lodging or food expenses for local travel.

### 6.2.2. Long-Distance Travel

Travel in excess of fifty miles from the traveler's residence or the NASA IV&V Facility (duty station) requires NASA IV&V Facility civil service employees to request authorization through NASA's Travel Manager (TM) application. Guidance for user specifications of the application can be found at <http://travelmanager8.gsfc.nasa.gov/documents.html> or by calling the Integrated Financial Management Program (IFMP) Help Desk at 301-286-4436.

### 6.2.3 Government Services Administration (GSA) Vehicle

The NASA IV&V Facility shall maintain a GSA Fleet Management vehicle for use by civil service employees for official government travel. Travelers may confirm the availability and schedule the use of the GSA vehicle through the On-Time Scheduler. If the vehicle is available, civil service employees may request authorization via a Government Vehicle Authorization form, available in the Administrative Office. The Government Vehicle Authorization form provides further specific procedures, as

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does the NASA IV&V Facility policy, Government Vehicle, located on the NASA IV&V Facility Services web site, under the “Policies and Procedures” section.

#### **6.2.4 Travel/Transportation Accommodations**


NASA IV&V Facility civil service employees are responsible for registrations and reservations of all their government travel (e.g., airline, rental vehicles, lodging, etc.). All travel reservations are to be made through CI Travel (1-800-287-9027). NASA IV&V Facility civil service employees may refer to <http://www.citravel.com/NASA/> for further information.

### **6.3 Filing**

The Administrative Office staff will perform filing for the NASA IV&V Facility in adherence with SLP IVV-16, Control of Quality Records. NASA IV&V Facility civil service employees shall submit documents for filing in the NASA IV&V Facility filing system by placing them in the Filing basket located in the Administrative Office. All documents must include a document date and filing sequence number that can be obtained from the NASA IV&V Facility File Plan located on the Network Shared Drive. Upon receipt, the Administrative Office staff will file documents in the NASA IV&V Facility Filing System.

### **6.4 Supplies**

To aid in the completion of accurate, professional, and quality work, office supplies are provided for civil service employees as defined in IVV 02-1, Work Instruction for Supply, Support, and Material Management. Standard office supplies are stored in the supply cabinet located in the Administrative Office. Civil service employees may request replenishment of standard items by adding such items to the Standard Supply List, posted inside the supply cabinet in the Administrative Office. For non-standard items, civil service employees may submit a request via a Supply Request

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Form (Form 1002), in accordance with IVV 02-1, Work Instruction for Supply, Support, and Material Management.

## 6.5 Action Tracking

The Administrative Office will maintain an active action tracking system through TrackWise, which can be located through the IV&V Portal Web Site (<http://portal.ivv.nasa.gov/>), under the “Help and Support” section. The TrackWise system serves as documentation in the processing, tracking and closure of actions assigned in the administrative domain.

## 6.6 Scheduling

The On-Time Scheduler serves as the NASA IV&V Facility’s primary mechanism for scheduling meetings and/or conference rooms. To automate communications and to enhance the efficiency of time management, NASA IV&V Facility civil service employees are asked to maintain a daily calendar of meetings, events, appointments, etc., on this electronic calendar system. Meetings with others can be requested via the On-Time scheduling system; however, it is recommended that meetings be coordinated ahead of time prior to scheduling them in the system. Additional information regarding scheduling conference rooms can be found in the “Policies & Procedures” section on the NASA IV&V Facility Services web site (<http://services.ivv.nasa.gov/>).

## 7.0 Metrics


Metrics are not applicable to this SLP.

## 8.0 Records

| Document Name and Identification Number | User Responsible for Record Retention | Retention Requirement | Location              |
|---|---------------------------------------|-----------------------|-----------------------|
| Authorization for Local Travel          | Administrative Office                 | NPR 1441.1            | Administrative Office |

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| Document Name and Identification Number | User Responsible for Record Retention | Retention Requirement | Location                                   |
|---|---------------------------------------|-----------------------|--|
| Government Vehicle Authorization Form   | Administrative Office                 | NPR 1441.1            | Administrative Office                      |
| Travel Authorization/Voucher            | Administrative Office                 | NPR 1441.1            | Travel Manager                             |
| Supply Request Form 1002                | Administrative Office                 | NPR 1441.1            | S:\NASA Shared\NASA Admin - Simmons\Supply |

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